UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

Policy for Identifying and Engaging Local Stakeholders

Approved September 2021 | Revised January 2025

Policy status	Date
Approved	September 2021
Reviewed	Annually by the responsible departments
Revised	January 2025
Next full revision	January 2028

1. Purpose

This policy establishes a structured approach for identifying local stakeholders external to Uzbekistan State World Languages University (UzSWLU) and engaging with them. Its aim is to build mutual cooperation, create opportunities for collaboration and strengthen the University's role in the local community, while contributing to the Sustainable Development Goals through partnerships that address social, economic and environmental challenges.

2. Scope

The policy applies to all University departments and staff involved in community outreach and in collaboration with external stakeholders. For the purposes of this policy, local stakeholders are individuals and organizations outside the University that are important to its work or directly affected by its activities, including:

- local residents and neighborhood (mahalla) communities around the University's campuses;
- local state authorities, including the Uchtepa District administration and district Council of People's Deputies, and other local government bodies;
- employers, local businesses and organizations that commission graduates;
- schools, colleges and other educational institutions;
- non-governmental and non-profit organizations, civil society institutions and community groups;
- parents of students and other community representatives.

3. Stakeholder identification

- Mapping: responsible departments identify stakeholders according to their relevance to University activities, their interests and the impact of University activities on them, and record them in a stakeholder register maintained by each department.
- Categorization: stakeholders are grouped by type, interests and level of influence, so that engagement can be tailored to their needs and expectations.
- Prioritization: stakeholders are prioritized according to their influence and the importance of their role in achieving University goals and in the well-being of the local community.
- Updating: the stakeholder register is reviewed and updated at least once a year.

4. Engagement procedures

- Regular meetings: the University holds regular meetings with identified stakeholders to maintain open communication, understand community needs and report on ongoing projects. Meeting frequency is set according to stakeholder priority and mutual interest.
- Joint initiatives and projects: the University develops workshops, seminars, community projects and research partnerships with stakeholders to address local challenges, each with defined goals and timelines.
- Public consultations: before major projects and decisions that affect the local community, the University consults stakeholders through meetings, surveys and focus groups.
- Public Council: representatives of students, parents, employers, teaching staff and civil society institutions take part in University governance through the Public Council established under the University Charter, which may submit proposals to the University Council.

- Community events: the University hosts and takes part in community events, including open days, cultural festivals and sustainability initiatives, together with neighborhood communities and local authorities.

5. Roles and responsibilities

- First Vice-Rector for Youth Affairs and Spiritual and Educational Work: provides overall coordination of stakeholder engagement and ensures that stakeholder feedback is considered in University decision-making.
- Responsible departments: the Department of Youth Affairs, Spirituality and Enlightenment, the Department of Student Internships, the International Relations Department and the Press Secretary and Information Policy Adviser maintain the stakeholder register and lead engagement in their areas of work.
- Faculties and other departments: each faculty and department names a representative to liaise with stakeholders in its field, take part in joint initiatives and report on progress to the responsible departments.
- Senior management: the Rectorate sets the strategic direction for stakeholder engagement, allocates resources and ensures alignment with the University's mission and strategy.

6. Feedback, monitoring and evaluation

- Feedback: the University collects stakeholder feedback through surveys, interviews and meetings during and after engagement activities.
- Annual review: the responsible departments review the policy and its implementation each year, assessing engagement outcomes, stakeholder satisfaction and progress toward agreed goals, and report the results to the First Vice-Rector.
- Key performance indicators: progress is measured through the number of stakeholders engaged, the frequency of interaction, stakeholder satisfaction levels and the outcomes of joint initiatives.

7. Compliance

All staff involved in stakeholder engagement must comply with this policy and act in the best interests of both the University and the community. Non-compliance may lead to corrective measures in accordance with the University's internal regulations.

8. Sustainability and social responsibility

The University is committed to contributing to the social, economic and environmental well-being of the local community. Stakeholder engagement is aligned with sustainability principles, and initiatives are designed to deliver long-term benefits for both the University and the community.

9. Contact information

Uzbekistan State World Languages University, 21 Kichik Halqa Yo'li, Uchtepa District, Tashkent 100173, Uzbekistan. Telephone: +998 71 230 13 73. Email: uzdjtu@uzswlu.uz. Website: www.uzswlu.uz.